



DEPARTMENT OF THE NAVY
NAVAL LEGAL SERVICE COMMAND
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WASHINGTON NAVY YARD DC 20374-5066

Canc frp

CNLSCNOTE 1650

Code 004

11 SEP 2020

COMNAVLEGSVCCOM NOTICE 1650

From: Commander, Naval Legal Service Command

Subj: 2020 NAVAL LEGAL SERVICE COMMAND SERVICE MEMBER OF THE YEAR
COMPETITION

Encl: (1) Sample nomination format

1. Purpose. To implement the Naval Legal Service Command (NAVLEGSVCCOM) Service Member of the Year (SMOY) Competition and provide eligibility criteria and nomination procedures.

2. Discussion. This program is designed to recognize a deserving Sailor or Marine serving within NAVLEGSVCCOM for outstanding achievement, duty performance, leadership, special accomplishments, and overall contributions to command efficiency, morale, and welfare.

3. Eligibility. This program is applicable to active duty Sailors and Marines serving in paygrades E-6 and below, assigned to NAVLEGSVCCOM. The inclusive period for nomination is October 1, 2019 to September 30, 2020. Nominees must have at least nine months on station or one periodic evaluation. Sailors or Marines who have transferred from the command before the end of the nomination period may be nominated, provided the transfer occurred on or after July 30, 2020.

4. Action. Nominations shall be prepared using the format in enclosure (1).

5. Procedure.

a. Commanding Officers of Defense Service Offices, Region Legal Service Offices, and the Naval Justice School, may submit one nomination representing the command, its detachments, and branch offices. The Chief Judge in each Judicial Circuit may submit one nomination for NAVLEGSVCCOM Legalmen assigned to the Judicial Circuit. The Chief of Staff, Victims' Legal Counsel (VLC) Program, may submit one nomination representing the VLC program.

b. Nominations must be received by NAVLEGSVCCOM (Code 004) on or before January 20, 2021. Upload scanned packages to the Code 61 Awards page via SharePoint (<https://portal.secnav.navy.mil/orgs/JAG/Awards/SitePages/Home.aspx>). When scanning documents, care must be taken to ensure all documents are free from personally identifiable information (PII).

c. Initial Selection Process. Nomination packages will be available to the NAVLEGSVCCOM SMOY Selection Committee via SharePoint by January 27, 2021. The selection committee will

11 SEP 2020

review all nomination packages and select three finalists. After notifying the Commanding Officers and Senior Enlisted Leaders, the finalists' names will be published.

d. Final Selection Process. Finalists will report to the Office of the Judge Advocate General, Washington Navy Yard, Washington, D.C., under Temporary Additional Duty (TAD) orders for the selection process, interviews, and recognition events. This period of TAD will be scheduled during the week of March 8 – 12, 2021. The prescribed uniform is Service Dress Blue or equivalent. Logistics, funding, and other information concerning the event will be provided through separate correspondence following the announcement of the finalists.

e. The NAVLEGSVCCOM SMOY will be announced at a recognition ceremony to be held on March 12, 2021 at 1100 in Building 33 at the Washington Navy Yard.

6. Nominating Format. Enclosure (1) provides a sample of the correct nomination format. Nomination packages must include a Personal Award Recommendation (OPNAV 1650/3) and draft Navy Commendation Medal citation.

7. Awards. To avoid awards duplication, commands must delay presentation of any related personal awards until after the competition is complete. The NAVLEGSVCCOM SMOY will receive the Navy and Marine Corps Commendation Medal. The award will be accompanied by appropriate news releases.

8. Coordination. The NAVLEGSVCCOM SMOY Coordinator is LNCS(SW/AW) Arletta Scott, DSO North, 1250 10th Street, Suite 200, Washington Navy Yard, Washington, D.C. 20374-5164; (202) 685-5543; arletta.l.scott@navy.mil.

9. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

10. Cancellation contingency. This notice will be cancelled upon selection of the NAVLEGSVCCOM SMOY in March 2021.


D. E. CRANDALL

Releasability and distribution:

This notice is cleared for public release and is available electronically only via the Navy JAG Website <http://www.jag.navy.mil>.

11 SEP 2020

SAMPLE NOMINATION FORMAT

SSIC

Originator's Code

Date

From: (Nominee's Commanding Officer)

To: Commander, Naval Legal Service Command (Attn: Code 004)

Subj: 2020 NAVAL LEGAL SERVICE COMMAND SERVICE MEMBER OF THE YEAR
COMPETITION NOMINATION IN THE CASE OF (RATING, WARFARE, LAST
NAME, FIRST NAME, MIDDLE INITIAL), USN

Ref: (a) COMNAVLEGSVCCOMNOTE 1650 of _____

- Encl: (1) Copies of last 5 years of evaluations (most recent first)
(2) Personal Awards received during the nominative period (1 October to 30 September)
(3) SMOY nominee biography (one-page narrative format, starting with place of birth, civilian schooling, military service, current assignment, personal awards, and medals)
(4) Signed OPNAV 1650/3 Personal Award Recommendation for Navy and Marine Corps Commendation Medal (forwarded, including summary of action and completed unsigned citation)
(5) Past 5 years of PRIMS on PRIMS data sheet

1. Per reference (a) (rating, warfare, last name, first name, middle initial) is nominated as the 20_ Naval Legal Service Command Service Member of the Year.

2. Complete contact information of member nominated:

a. Name: (Last, First, Middle Initial)

b. Rate/Rank:

c. Present Duty Station:

d. Address: (Work) (Home)

e. Telephone: (Work) (Home/Cell)

f. Facsimile: (Work) (Home)

g. E-mail Address: (Work) (Home)

3. If previously selected as Sailor of the Month or Quarter, list command, selection and period in chronological order:

(Command) (Month/Quarter) (YYMMDD – YYMMDD)

Enclosure (1)

11 SEP 2020

4. Reporting Senior's justification of nomination utilizing the following format **(limit to two typewritten pages)**.

- a. Primary responsibilities
- b. Job performance
- c. Leadership
- d. Command climate/Sailorization
- e. Collateral duties
- f. Peer group and off-duty community involvement

5. Military decorations and awards (not unit awards).

List in chronological order:

(Decoration/Award) (Command) (YYMMDD – YYMMDD)

6. List educational accomplishments.

- a. Years of formal civilian schooling completed and any degree attained:

(Degree) (School) (YYMMDD)

- b. Navy "A," "B," "C," and/or "F" schools completed:

(School) (YYMMDD)

c. Other self-study educational achievements attained (include United States Armed Forces Institute (USAFI) courses, Defense Activity for Non-Traditional Education Support (DANTES) courses, etc.). Do not include training courses required for advancement or annual general military training.

7. Reporting Senior's remarks **(limit to one typewritten page)**.

(Signature)
("By direction" not authorized)

Enclosure (1)